

Miscellaneous Administration

TAB L

The man-hours shown, in general, include staff supervision of division clerical duties, arrangement for liaison clearances, briefings, attendance at lectures and conferences travel arrangements for staff members, clerical overtime, all personnel work, arrangement for reproduction, training requests, etc. The time in the Medicine Division also includes additional time expended in arranging for and supervising the work done by typists in the Interim Assignment Branch. It also includes the work of a Clerk Typist engaged in a semi-professional type of activity of preparing and disseminating specific reports. Intelligence Production Staff time includes the task performed by a Clerk Typist in maintaining control records of production items. A higher proportion of time is spent in Scientific Resources Division due to the many functions which must be performed by the Administrative Assistant and time expended by the Clerk Typist in going between the two segments of the division, hand carrying materials. This activity has been excluded from Tab M because of its variable nature.

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